



## Administrative Policies and Procedures: 3.24

<b>Subject:</b>	<b>Fees Paid by Youth for Services Rendered in DCS Juvenile Justice Facilities</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Directors, DCS Group Home Supervisors, Youth Development Center Superintendents, and Fiscal Officers

### Policy Statement:

Youth shall be charged for certain services that are mandated neither by law nor by departmental policies, subject to the approval of the Juvenile Justice Executive Director for Administration and Compliance/designee and the Executive Director for Finance and Program Support/designee.

### Purpose:

To ensure procedures are established for charging youth for services rendered at Juvenile Justice Facilities.

### Procedures:

<b>A. Charges permitted</b>	<ol style="list-style-type: none"><li><b>1. Copying and postage</b><ol style="list-style-type: none"><li>a) Youth must not be charged for copy machine and postage costs necessary to mail three (3) letters per week.</li><li>b) Copying and postage above the amount necessary for three (3) letters per week must be charged to the youth.</li></ol></li><li><b>2. Charges not specified by policy</b><ol style="list-style-type: none"><li>a) The amount to be charged for other services, such as replacement of lost ID's or keys and for library fines, must be approved by the Superintendent or the DCS Group Home Supervisor.</li><li>b) The approval of such charges must be in conformity with guidelines provided by the Executive Director of Division of Juvenile Justice, Administration and Compliance Division or his/her designee.</li><li>c) To ensure consistency among the Department of Children's Services programs, at the beginning of each fiscal year, the Division of Juvenile Justice Executive Director of Administration and Compliance or designee must provide guidelines for each facility to follow in setting fees to be charged. The guidelines will include a list of the types of services a youth must pay for, the purpose of the service, and the recommended amounts to be charged for each.</li></ol></li></ol>
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<b>B. Prior notice to youth</b>	Staff must notify youth at least five (5) days prior to implementing charges for services rendered.
<b>C. Deducting charges from youth's trust fund account</b>	<ol style="list-style-type: none"><li>1. To use a service for which there is a charge, a youth must complete form <b><i>CS-0173, Trust Fund Account - Personal Withdrawal Request</i></b>, prior to the performance of the service.</li><li>2. The trust fund custodian must note the youth's account balance on the form.</li><li>3. The trust fund custodian may enter the exact amount of the charge after the service is performed, when the actual amount of the charge is known.</li><li>4. The trust fund custodian must issue a check for the amount charged and make it payable to the State of Tennessee.</li><li>5. The trust fund custodian must post the withdrawal to the youth's trust fund account and to the control account.</li><li>6. The trust fund custodian must give the check for services to the business office employee responsible for deposits to the general fund.</li><li>7. The fiscal officer or designee must issue a pre-numbered receipt for the check and give the original of the receipt to the trust fund custodian.</li><li>8. The business office employee responsible for deposits to the general fund must prepare a deposit slip, recording the amount of the charge to the current services revenue source code.</li></ol>

<b>Forms:</b>	<u><a href="#"><b><i>CS-0173, Trust Fund Account - Personal Withdrawal Request</i></b></a></u>
<b>Collateral documents:</b>	<i>None</i>